POSITION DESCRIPTION

Classroom Assistant

Position Title: Classroom Assistant
Reports To: Head of School
Campus: Drouin Junior School
Conditions: Part-time
Annual Leave: School Holidays

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with the School's operational structures and programs.

Duties and Responsibilities

The duties of teaching or classroom assistants at St Paul's Anglican Grammar School include:

- Assisting the teacher to implement the planned program
- Preparing and distributing teaching aids
- Setting up and dismantling displays
- Assisting teachers with the general care and supervision of children during all activities and experiences inside and out of the classroom
- Assisting with duty in the playground
- Assisting children with toileting and cleaning up if necessary
- To help manage, monitor and maintain equipment, stock and requirements
- Assisting to maintain a safe, clean and tidy classroom
- Providing support in the classroom with all areas of learning
- Promoting self-esteem and guiding behaviour
- To take and follow directions from the teacher
- Helping to maintain the smooth operation of their area of the school through the completion of relevant administrative duties.

Qualifications

- Teacher's Aide Certificate or equivalent – preferred but not compulsory
- Employee Working with Children Check
- First Aid Certificate

Meetings

Classroom assistants are not required to attend scheduled after school meetings for teaching staff. They are also not required to attend Professional Development activities on Teaching Staff Days that do not pertain to their role as assistants. Heads of School, the Principal or Deputy may require classroom assistants to attend Professional Development that is compulsory for all staff working in schools, such as first aid training or that relating to Child Safe Standards. If the Professional Development they are required to attend in order to safely and effectively complete their duties in a school environment is during non-scheduled work hours they will be paid for the time they attended at their usual hourly rate.

Yard Duty

Should classroom assistants be required to undertake yard duty, their normal working hours and breaks will be adjusted to accommodate this requirement.

Conditions of Employment

Conditions of employment are set out in the St Paul's Anglican School Enterprise Agreement 2023 to 2027. The role is subject to a six-month probationary period.

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Occupational Health & Safety

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Maintain a safe and healthy environment and report any hazards in accordance with school procedures.
- Cooperating with measures introduced in the interest of workplace health and safety.
- Undertaking any training provided in relation to OH&S.
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager, Head of School or Maintenance Manager.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and/or the necessary training and for which all necessary safety arrangements are in place.

Intellectual property

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;
- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;
- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;

- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.

Intellectual Property Rights: all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential.

Moral Rights: in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.

Information for Applicants

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul, Traralgon and Drouin in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne, Drouin Campus 90kms and the Traralgon Campus 175kms.

The School has approximately 1700 students and 340 staff across all locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including **co-curricular activities**.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Programs (PLP), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Applications

Electronic lodgement of applications via our website is preferred Careers | St Paul's Anglican Grammar School

Applications should include a cover letter, resume and the details of two referees.

Applicants seeking clarification or wishing to learn more about the position are encouraged to make contact for a confidential conversation.

Mr Joe Sheppard
Head of People and Culture

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(03) 5623 5833

Thank you for your interest in employment at St Paul's Anglican Grammar School.